

UNC TLT Collaborative **Board Meeting Minutes**

Meeting Date: September 27, 2000
Meeting Time: 10 a.m. – 3 p.m.
Meeting Location: UNC Charlotte, Chancellor's Board Room

Present (Board Members):

Mel Johnson, Chair (WSSU)
Ray Purdom (UNCG)
Brenda Shaw (NCCU)
Sallie Ives (UNCC)
Henry Schaffer (proxy for Joanne DeHoney, NCSU)
Jeff Brown (UNCW)
Chuck Bennett (UNCA)
Bob Orr (proxy for Frank Prochaska, WCU)
Derrick Wilkins (ECSU)
Tom Jackson (UNCP)
Steve Breiner (ASU)
Helen Parke (ECU)

John Felts, Jr. (proxy for Carroll Varner, ULAC)
Jim Sadler (proxy for Judith Pulley)
Alfred Mays (proxy for Robyn Render)

Also Present:

Budd Beedey, American Council on Education
Mike O'Kane, Executive Director
Mary Wakeford, UNC General Administration
Chris Weaver, TLT Project Manager (ECU)

Absent:

John Oberlin (UNC-CH)
Akbar Aghajanian (FSU)
Margaret Mertz (NCSA)
Rodney Harrigan (NCA&T)

The Chair opened the meeting at 10:00 a.m. in the Chancellor's Board Room at University of North Carolina at Charlotte.

The minutes from the July 13, 2000 meeting were approved (Wilkins, Bennett).

The Chair reported on Board membership for the 2000-01 year. All recommended appointments have been received from the Chancellors. The Chair will send a welcome letter to Rodney Harrigan, new Board member representing NCA&T.

Mike O’Kane’s resignation, TLT staff positions

Mike indicated his sadness to be leaving his position, and hopes to continue working with the Collaborative in a new role. The TLT staff positions (Technology Coordinator, Program Coordinator, Project Manager) will be on hold pending the hiring of a new Executive Director. Mike will serve as interim Technology Coordinator until the new Director is hired.

Diana Oblinger’s resignation

The Chair acknowledged the serious loss that Diana Oblinger’s resignation has created, and indicated that Diana had been a great leader, and was owed a debt of gratitude for her support of the Collaborative. Jeff Brown with assistance from Henry Schaffer will draft a letter to Diana expressing the Board’s appreciation.

Executive Director Search

A search committee has been created to manage the hiring of a new Executive Director. Members are:

Frank Prochaska, Chair
Brenda Shaw
Jeff Brown
Ray Purdom
Alfred Mays
Judith Pulley

The committee was appointed on September 26. An advertisement will appear in the September 29 Chronicle, and the first committee meeting is October 5 in Chapel Hill. While the committee will consider attempting to submit a candidate’s name to the November 10 Board of Governors meeting, it is more likely to attempt to submit a name to the January 12 Board of Governors meeting.

Committee Reports

By-Laws: Chuck Bennett, Chair
Organizational Assessment and Evaluation: Steve Breiner, Chair

Executive Director’s Report (Mike O’Kane)

TLT Budget Report:

Mike O’Kane handed out the budget report for July – August 2000. He indicated that there were two corrections to be made: \$22,000 should be transferred back into the

account as a result of the wrong account being used for contract wages; and an additional \$16,646.03 will be transferred into the account since President Broad approved a request that furniture for the Collaborative that was purchased in FY1999 but did not arrive until July should be paid out of the GA carry-forward account. The document is on the TLT Board Web Site.

TLT Professional Development Portal (PDP) Report:

Ray Purdom reported that the PDP project team, consisting of Ray Purdom, Steve Breiner, Brenda Shaw, Patti Turrisi, Margaret Mertz, and Sallie Ives was working cooperatively with the TLT technical development team to develop the Portal requirements and identify methods to sustain the portal. The portal will support communities of interest, knowledge-sharing, best practices, document libraries, resource lookups, project management tools, etc. The team is looking for individuals to participate and indicated that stipends were available for participating faculty or graduate students. The work periods are from 10/15/2000 through 2/1/2001 for gathering and organizing information, while the period from 2/1/2001 through 4/1/2001 will be for beta testing and usability study.

There was some discussion around the use of the portal as a method to deliver basic technology skills for faculty.

Henry Schaffer indicated the importance of metadata and appropriate organization of content, and of extensive searching and sorting operations. Mike O'Kane indicated that the development was IMS compliant.

Sallie Ives indicated that Steve Gilbert of the national TLT Group was working on a date to hold a meeting in the eastern US on virtual TLT centers, and suggested that there could be a presentation of the portal at this meeting.

Mike O'Kane provided an outline of the TLT Portal infrastructure and functions, and explained the generic nature of the underlying tools and applications that are designed to permit use by various audiences. The document is on the TLT Board Web Site.

Course Management Survey Results:

Mike O'Kane handed out a summary of the course management survey results and stated that a number of campuses had indicated a possible interest in increasing collaboration around course management systems and related services. The document is on the TLT Board Web Site.

Strategic Online Learning Infrastructure Development:

Chuck Bennett gave a brief report on the work of the SOLID team (Diana Henshaw (chair), Kathy Thomas, Bob Orr, Tom Jackson, and Chuck Bennett), and indicated that the group is developing a series of video conferences in Spring 2001 to allow major vendors of course management systems to demonstrate their products and strategies to a UNC-wide audience.

Merlot Project:

Mike O’Kane gave a brief update on the Merlot project, and indicated that for FY2000 there are now 23 participating educational systems and consortia, and 12 discipline areas. The first meeting/workshop for the FY2000 faculty panels would take place in Nashville at the Educause Conference on October 14. The document is on the TLT Board Web Site.

UNC TLT Collaborative Retreat:

Mike O’Kane asked for discussion concerning the FY2000 TLT retreat, and there was some discussion concerning the need for a faculty retreat and the relationship between the two -- whether these would be the same or separate events, etc. A team of Board members will work with Mike to review issues around the retreats and report back to the Board. Team members are: Jeff Brown, Brenda Shaw, Sallie Ives, Chuck Bennett, Steve Breiner, Bob Orr, and Helen Parke.

Motion to accept Director's report was made, seconded, and approved (Schaffer, Bennett).

Noon – 1p.m. Lunch Break

Meeting resumed at 1:00 p.m.

Board went into executive session to discuss personnel issues. (Separate minutes were kept for the executive session.)

Regular meeting resumed at 1:30 p.m.

Henry Schaffer submitted a request on behalf of Joanne DeHoney for funds to support a TLT Directors Symposium. This symposium could be affiliated with one of the TLTC retreats. After some discussion, funding was approved (Parke, Bennett).

Helen Parke and Chuck Bennett reported on the Cisco Learning Engine initiative and reported that 20 new Subject Matter Experts (SMEs) were being invited to attend a three-day training session in November, in order to develop course material for Summer and Fall 2001. Cisco will pay all expenses. There was some discussion about other course management systems (such as Top Class) which incorporate pre- and post-assessment features.

Chris Weaver proposed a UNC-wide workshop with the Flashlight Program staff to help the ten campuses participating in the Flashlight program understand the tools and get started. Chris received a positive response and was asked to develop the proposal for more careful consideration at the next meeting, or via e-mail before the next meeting.

Open Discussion on Future Directions of the TLT Collaborative

The Board discussed general future directions of the Collaborative in light of the recent resignations. Some discussion elements were:

Mike O’Kane suggested that the Collaborative might consider whether its role was essentially an IT-related service (under which it would focus on technology delivery associated with TLT, working closely with the Alliance for Shared Services), or whether the role was more associated with academic support services (and therefore more connected with the campus teaching and learning centers in the support and evaluation of effective pedagogy employing TLT, and with training and professional development). There seemed to be general agreement that the latter was the more significant role. However, the need for the Collaborative’s attention to both IT and pedagogical issues was stressed.

Sallie Ives stressed the need for faculty development programs for the system.

Derrick Wilkins asked about strategies for funding to the campuses in FY 2000. The response was to wait for the new director to be hired before these determinations could be made.

There was an acknowledgement of the continuing achievement of the Collaborative to foster communications and community building.

The importance of the relationship between the TLT Collaborative and the UNC Association of Teaching and Learning Directors was raised.

The importance of the relationship with the Division of Academic Affairs and Vice President Gretchen Bataille was stressed. The suggestion was made to invite Gretchen Bataille to the next meeting, and to hold a meeting with the UNC Alliance for Shared Services Board to investigate areas of common interest.

Mel Johnson indicated there is a need for a discussion document that outlines “talking points” for the Board, and asked for volunteers to initiate this work and report back. The group is: Steve Breiner (chair), Mike O’Kane, Sallie Ives, Jeff Brown, Tom Jackson, Chuck Bennett, Jim Sadler, and John Felts.

Mel charged this group with developing possible future strategies and directions for the Collaborative, including ways to increase the Collaborative’s value to the Division of Academic Affairs.

Next meeting was set for November 29, 2000, at General Administration in Chapel Hill.

The Board thanks Sallie Ives for hosting this Board meeting at UNCC. The facilities and accommodations were excellent.

The meeting ended with an optional short tour of the Information Commons in the new library at UNC Charlotte.

Meeting adjourned.